

PERSONNEL AND LABOR RELATIONS COMMITTEE

July 29, 2020

County Boardroom, Green County Courthouse

7:00 PM

Members Present

Art Carter
Herb Hanson
Erica Roth*
Kristi Leonard
Jerry Guth
Richard Thoman
Harvey Mandel

Others Present

Arianna Voegeli	Cindi Meudt
Delores Merrick	Jeff Skatrud
Dan Williams*	Craig Nolen
Jeff Skatrud	Sue Leistikow*
Brian Bucholtz	
Barb Miller*	
Kim Wilhite*	
Sherri Hawkins	

*Indicates virtual presence (phone/zoom)

The meeting was called to order by the Chair Art Carter.

Motion by Mandel, seconded by Thoman to approve the minutes of the June 24, 2020 meeting. Motion carried.

The committee directed the County Clerk, HR Director, and Corporation Counsel to create a job description for the next meeting for the Administrative Coordinator.

The HR Director presented the addition of brother and sister-in-law to the family members for whom employees may receive 3 days of paid bereavement to the bereavement leave section of the employee handbook. **Motion by Leonard, seconded by Guth to approve the changes to the Employee Handbook (Exhibit 1). Motion carried.**

Discussion took place about the inappropriateness of having the Employee Assistance Program be an in-house service. An EAP is available through The Standard which is available to all county employees and their dependents and household members. **Motion by Thoman, seconded by Mandel to approve the removal of the in-house Employee Assistance Program and approve the subsequent changes to the handbook (Exhibit 2). Motion carried.**

The committee requested this item be added to the agenda for discussion. Some of the larger departments already have authorization to hire up to a step 4. The committee discussed extending that authorization to all departments. **Motion by Guth, seconded by Mandel to allow all departments to hire up to Step 4 with review by Human Resources and Corporation Counsel. Motion carried with Carter, Roth, Leonard, Guth, Thoman, and Mandel voting aye and Hanson voting nay.**

The committee discussed face coverings by employees and the general public (Exhibit 3). No action was taken regarding face mask requirements by employees and the public while in County buildings and on county grounds.

Revised wording to the handbook was presented to clarify employees Anniversary Date, Job Date, and how to place employees on the pay scale when they transfer positions. **Motion by Mandel, seconded by Thoman to approve the proposed Anniversary Date, Job Date, and Transfer wording (Exhibit 4). Motion carried.**

Treasurer Sherri Hawkins presented figures for reclassification of the Property Lister and Deputy Treasurer and a revised job description and figures for reclassification of the GIS Specialist. **Motion by Guth, seconded by Leonard to approve the reclassification for the Deputy Treasurer and Property Lister and updated job description and reclassification of the GIS Specialist (Exhibit 5) effective January 1, 2021. Motion carried.**

The committee discussed the Corporation Counsel and Assistant Corporation Counsel's job descriptions and work weeks. No action was taken.

The committee discussed reclassification of the Victim/Witness Coordinator-Office Manager (Exhibit 6). No action was taken. Chair Carter would like to see presentation of financial impacts and updated job descriptions going forward for these types of requests.

The committee discussed the reclassification for the Sheriff's Department Business manager and reviewed the updated job description (Exhibit 7). **Motion by Thoman, seconded by Roth to approve the updated job description and reclassify the Sheriff's Department Business Manager to Group 7, Grade 15, Step 7 effective immediately. Motion carried.**

The committee discussed the reclassification for the Emergency Management Coordinator and reviewed the updated job description (Exhibit 8). **Motion by Thoman, seconded by Hanson to reclassify the Emergency Management Coordinator to Group 7, Grade 12, Step 8, and leave the job title as Emergency Management Coordinator effective immediately. Motion carried.**

Exit reviews were distributed (Exhibit 9). No action was taken.

There were no resolutions, travel requests, or bills for approval.

Motion by Hanson, seconded by Thoman to adjourn. Motion carried.